RD&E STAFF
May 18, 2000
(DRAFT)

	OPPORTUNITY CATEGORY	DECISIONS AND ACTIONS	STATUS / ISSUES / COMPLETION DATES	NEXT RD&E REVIEW DATE	RESPONSIBLE PERSON(S)
1	Competitiveness	International Marketing Projects Systems	Presentation made. To increase global awareness of, buy in for, and reduce time to implement WW initiatives, M. Chemla will assemble a proposal for the August Regional Presidents Meeting suggesting review of WW initiatives at every other Regional Presidents meeting.	DONE	U. Nyffeler
2	Competitiveness	Project Review - Banded Paper	Project review conducted in the following areas. 1) Process & Product Development - Will explore patenting of new band spacing with Legal. 2) NDE Technology & Methods – Will contact Exponent ASAP regarding fire lab services. Will begin dialogue with NY State authorities, CPSC and NIST as soon as appropriate. 3) Banded Paper Commercialization – In one scenario, notice to proceed will occur if NY State legislation is enacted (may be 6/1/00). Project team released to begin discussions with SWM and Simons on national launch and constructability review. Project team to give J. Nelson schedule / cash flow plan for review with ST next week. At notice to proceed, will begin looking at producing banded papers at SWM mill in France. Will plan to insure we have enough safety stock for Merit to support national launch through any contingency.	DONE	U. Nyffeler
3	Competitiveness	Project Review - Banded Paper (continued)	4) Infrastructure & Design Control – Proposed Design Control organization reviewed and approved with following exceptions: J. Nelson and N. Lund proposed as Executive Sponsors. S. Levan proposed as Marketing Program Sponsor. Project Sponsors for Manufacturing to be D. Weber and M. Gordon. Will develop strategy for licensing banded paper to competitors ASAP. Will review this project every staff meeting starting 6/9/00.	DONE	U. Nyffeler

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4	Compliance	SCRP Resource Allocation & Issues	Resource allocation and issues discussed. Project teams to review assumptions, then finalize resource requirements and schedule estimates by 5/19/00 SCRP B-Team meeting. Project teams to refine assumptions on what models will be submitted to PI before 5/19/00 SCRP B-Team meeting.	DONE	U. Nyffeler
5	Compliance	Update on World Wide Product Specification Database	Recommendation proposing creation of a WW Specification Database approved. Recommended and approved N. Gautam to be Project Leader.	DONE	U. Nyffeler
6	Cost	I. S. Projects Supporting RD&E	Presentation made. R. Lipps to provide project list with timelines to RD&E staff members for review.	DONE	H. Burnley
7	**Compliance**	**Accord Communications**	***R. Solana to lead discussion. Time: 30 min.***	**5/19/00**	**R. Solana**
8	**Compliance**	**Constituents - Benchmarking, Resources & Legend**	**R. Cox to lead discussion. Time: 30 min.**	**5/19/00**	**R. Cox**
9	**Compliance**	**Ignition Propensity Standard Setting**	***T. Phan to lead discussion. Time: 15 min.***	**5/19/00**	**U. Nyffeler**
10	**Compliance**	**Ingredients - Mix Study, Certification & Testing**	***E. Carmines to lead discussion. Time: 30 min.***	**5/19/00**	**R. Solana**
11	***Compliance***	***NDE Technology for Ignition Propensity Testing***	***M. Watkins to lead discussion. Time: 15 min.***	***5/19/00***	***U. Nyffeler***
12	**Compliance**	**Project Test Launch - SCRP 2001 Product**	**D. Clark to give presentation. Time: 15 min.**	**5/19/00**	**U. Nyffeler**
13	**Competitiveness**	**RD&E Forum**	**J. Nelson to lead discussion. Time: 20 min.**	**5/19/00**	**J. Nelson**
14	**Compliance**	**SCRP Issues & Assumptions**	**B. Smith to facilitate review. Time: 45 min.**	**5/19/00**	**U. Nyffeler**
15	**Compliance**	**SCRP Milestone Review**	**B. Smith to give update. Time: 15 min.**	**5/19/00**	**U. Nyffeler**
16	**Compliance**	**SCRP Program Update**	**S. Tafur to give presentation. Time: 30 min.**	**5/19/00**	**U. Nyffeler**

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17	**Compliance**	**SCRP Smoke Chemistry**	**R. Dwyer to give presentation. Time: 15 min.**	**5/19/00**	**U. Nyffeler**
18	**Compliance**	**Silica Gel & APS PI Testing**	***M. Werley to give update.***	**5/19/00**	**R. Solana**
19	**Compliance**	**TSNA Reduction in RL**	**T. Holland to make presentation. Time: 30 min.**	**5/19/00**	**G. Cummings**
20	Competitiveness	Competitive Intelligence	L. Nardell to make presentation. Time: 1 hr.	*6/19/00*	H. Burnley
21	Competitiveness	Project Review - Banded Paper	Project Team to make presentation. Time: 1 hr.	6/19/00	U. Nyffeler
22	Compliance	Safety Plan for 2000	L. Guinn to conduct quarterly update. Time: 20 min.	*6/19/00*	R. Cox
23	Compliance	TSNA Reduction in RL	T. Holland to make presentation. Time: 30 min.	*6/19/00*	G. Cummings
24	Compliance	Update on SCRP Development and Schedule	SCRP project team to give updates.	6/19/00	U. Nyffeler & H. Alonso
25	Competitiveness	Capabilities of New Long Range Planning Model	J. Moose to make presentation. Time: 30 min.	*7/10/00*	H. Burnley
26	Competitiveness	Patent Maintenance Fees	Maintenance fees for September, October, November & December to be reviewed. Time: 20 min.	*7/10/00*	K. Osborne
27	Competitiveness	Project Review - Banded Paper	Project Team to make presentation. Time: 1 hr.	*7/10/00*	U. Nyffeler
28	Compliance	Flavor Ingredient Reduction Plan	*PI test plan and Minimum Ingredient Program reviewed. Will attempt to prioritize testing so ingredients which may be dropped are tested last. Will develop a 5 Year Plan of ingredients to be tested showing tests on a year by year basis and review at 7/10/00 RD&E staff meeting.*	*7/10/00*	U. Nyffeler & R. Solana
29	Compliance	Improving Cycle Time at Inbifo	TBD	*7/10/00*	R. Solana & R. Cox
30	Compliance	SRRC Long Range Planning	Time: 2 hrs.	*7/10/00*	R. Solana
31	Compliance	TSNA Reduction in RL	T. Holland to make presentation. Time: 30 min.	*7/10/00*	G. Cummings
32	Cost	Project Review on Shredded Recon	W. Jones to give quarterly update.	*7/10/00*	G. Cummings

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33	Organizational Capability	Technical Ladder Advancement Planning	Technical ladder advancement planning process reviewed. Staff VP's will prepare proposed advancement plans for technical ladder HiPos for review at the 6/9/00 RD&E Staff meeting. R. Cox's organization to pilot the advancement planning confirmation process for salaried employees below Grade 12.	*7/10/00*	R. Driver
34	Competitiveness	Project Review - Banded Paper	Project Team to make presentation. Time: 1 hr.	7/21/00	U. Nyffeler
35	Compliance	Update on SCRP Development and Schedule	SCRP project team to give updates.	7/21/00	U. Nyffeler & H. Alonso

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